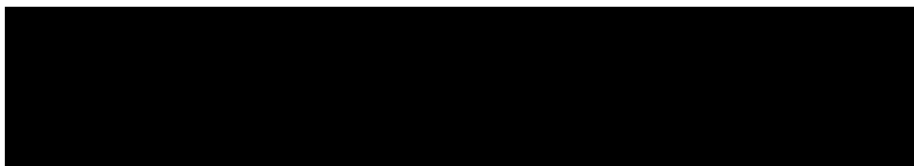SECRET

OSA-2273-62

23 November 1962

MEMORANDUM FOR: Assistant Director/OSA

SUBJECT : Establishment of OSA "Need-to-Know" Panel

1. This memorandum contains a recommendation for your approval in paragraph 3.

2. The Office of Special Activities approves or disapproves the "need-to-know" of candidates for special projects managed by OSA (I, A, C, O). Historically, requests for such approval have been processed by the OSA Security Branch. In many instances the case is not "black or white" and technical guidance must be solicited normally from the Chief, Operations Division, or Chief, Development Division, and in some instances, from the Front Office, OSA. This coordination with the various elements of the OSA has been effectuated by the Security Branch in a variety of methods in the past.

3. In order to standardize the review of the "need-to-know" of candidates for these clearances, it is recommended that an OSA "Need-to-Know" Panel be established. This panel would consist of the following officers:

[BLACK REDACTION BOX]

4. The member of the panel should also designate an alternate. Procedurally, it is recommended that the Chief, Security Branch, accumulate requests for special project clearance which require coordination with other elements of the OSA and periodically call a meeting of this panel to pass on the cases in question.

DOCUMENT NO. _____
NO CHANGE IN CLASS. ☒
☐ DECLASSIFIED
CLASS. CHANGED TO: TS S C
NEXT REVIEW DATE: _____ 2011
AUTH: HR _____
DATE: 24/1/61 REVIEWER: 051549

SECRET

OSA-0275-68
Page 2

3. In the event, of course, guidance of another element of the OSA is deemed desirable in a particular instance, the Chief of the particular OSA component will be invited to participate.

 25X1A

Chief, Security Branch
OSA

25X1A

(Signed) ████████

C/SSD/OSA

C/DD/OSA

SIGNED

EXO/OSA

Recommendation in Paragraph 3 APPROVED:

JACK C. LEDFORD
AD/OSA

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